



STATE OF NEW JERSEY

1-888-486-3339 ext. 5064 (in state)

1-609-292-6500 ext. 5064 (out of state)

IE

Improper Evidence of Ownership Procedure

The following 12 step procedure must be mailed to the address located on the bottom of page two for processing (**Do not mail any of the following steps until the entire procedure is complete.**) This procedure is for vehicles/vessels obtained without proper evidence of ownership. **Each case is handled on an individual basis and additional documents may be required.** This procedure applies to New Jersey residents only.

1

Proof of ownership / lienholder information must be furnished by the New Jersey MVC. Lien Search Application (DO-22) with a \$15 check or money order is required to be submitted to this office. If there is no record in New Jersey, we require a certified title search from the known state as well as certified searches from the five states that surround New Jersey; New York, Delaware, Pennsylvania, Connecticut and Maryland

STOP HERE: Once step 1 has been completed, please mail the DO-22 form to Po Box 146 Trenton NJ 08666. **DO NOT CONTINUE** until you receive the title/lien search information back from the NJ Motor Vehicle Commission. Once a response is received, you may continue to follow the remainder of this procedure in the outlined order.

2

Emergency Application for Vehicle Title (OS/SS-150), fully completed and notarized, is required to be submitted to this office. Include a daytime telephone number on this form. (Application enclosed)

3

Original Certified Affidavit of Newspaper Publication is required to be submitted to this office. (See enclosed sample publication OS/SS-153)

4

Publication notice sent to the local police department in the municipality in which you reside. Notice must be sent by Certified Mail, Return Receipt Requested. The original signed receipt must be provided to this office.

5

Notice of Intent to Obtain Title (OS/SS-145) must be sent by Certified Mail, Return Receipt Requested to the owner and lienholder (if applicable) stating your intent to obtain title through New Jersey MVC. A copy of the notice and the original signed return receipt(s) are required to be submitted to this office. If the certified notice is unclaimed or undeliverable, the notice must then be sent by regular mail.

Important Note for Steps 4 & 5: Regarding steps 4 & 5, if any notice(s) are returned as undeliverable, the original unopened, undelivered envelope(s) with U.S. Postal Service notation showing the reason(s) for non-delivery is required to be submitted to this office. Photocopies are not acceptable.

6

Original evidence of purchase (title, bill of sale, invoice, etc.) which describes the vehicle/vessel by year, make and complete vehicle/hull identification number is required to be submitted to this office.

7

Original notarized statements from three disinterested parties stating that they have seen the vehicle/vessel in your possession is required to be submitted to this office. Statement must include a complete description of the vehicle/vessel, the vehicle/hull identification number, the approximate date possession was first witnessed and that vehicle/vessel has remained in your possession since that time. Must be a separate notarized statement for each disinterested party.

8

Pencil tracing or photograph of VIN (vehicle identification number) from the VIN plate is required to be submitted to this office. If you are unable to obtain a pencil tracing or photograph of the vehicle/hull identification number, due to the position of the VIN/HIN plate, include a notarized statement explaining the circumstances. Also state that you physically examined the vehicle/vessel and provide the vehicle/hull identification number shown on the VIN/HIN plate.

9

Four photos of the vehicle are required (Front, back, passenger and driver side)

10

Application for Certificate of Ownership (OS/SS-7) fully completed. For vessels, the completed Application for Certificate of Vessel or Hull Ownership (OS/SS-27) is required to be submitted to this office. If New Jersey licensed dealer, the sales tax stamp on back of application for title (OS/SS-7 or OS/SS-27). Individuals will complete sales tax on the front of the application.

11

A check or money order in the amount of \$60.00 made payable to "NJMVC" for the title fee is required (\$85.00 fee is required if there is a lien). 7% Sales tax of the purchase price of the vehicle is also required to be submitted to this office. There will be a \$25 penalty fee, in addition to the title fee, if the vehicle is not titled within 10 days of the date of sale only if the original state of record is New Jersey. One check or money order may be submitted for title and sales tax fees.

12

Buyer's Certification (OS/SS-94) from applicant that the vehicle/vessel is for personal use only and not for resale, or that applicant is a licensed New Jersey dealer is required to be submitted to this office.

*****Any vessel's 12 feet and under or trailer's weighing less than 2,500 lbs empty are considered non-titled in the State of New Jersey. To ensure all fees are collected properly, please include a blank check to cover all taxes and registration costs. Please enclose the attached BA-49 for all trailers or The Application for Boat Registration for all Vessels.*****

**After making copies for your records,
mail required (original) documentation to:**

NJ Motor Vehicle Commission
Special Title/Foreign Title Unit
225 East State Street
P.O. Box 017
Trenton, New Jersey 08666-0017



New Jersey Motor Vehicle Commission

Certified Information Unit
P.O. Box 146
Trenton, New Jersey 08666-0146
609-292-4102

LIEN SEARCH

All requests for lien information must be submitted on form DO-22. One record search per form. This form may be photocopied for your convenience. No other form of request will be accepted. Proper fee must accompany request form. Make check or money order (**DO NOT SEND CASH**) payable to the New Jersey Motor Vehicle Commission.

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED TO OBTAIN INFORMATION (PLEASE PRINT CLEARLY)

Requester Name: _____ Phone Number: _____

Business Name (if applicable): _____ Your Claim or File #: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

REQUESTER'S DRIVER LICENSE NUMBER: _____

(PHOTOCOPY OF CURRENT DRIVER LICENSE MUST BE INCLUDED)

I am requesting lien information on: (CHECK ONE) ☐ MY OWN RECORD ☐ ANOTHER'S RECORD

Year: _____ Make: _____

Vehicle/Hull Identification Number (VIN/HIN): _____

This request is being made for the following reason(s): (Indicate number of appropriate use from Page 2) ☐

Explain in detail your reason for requesting the information and how you plan to use the information. Attach any supporting documentation.

If involving a lawsuit, please state your relationship to the case and type of lawsuit involved:

FEE: \$15 per record search

The disclosure and use of the personal information (1) contained in the record you have requested is governed by the "Drivers' Privacy Protection Act", N.J.S.A. 39:2-3.3 et seq. The "Drivers' Privacy Protection Act" provides that a person who knowingly obtains or discloses information from a motor vehicle record for any use not permitted by the Act is guilty of a crime of the fourth degree and can be held liable, in a civil action in the Superior Court, to the individual to whom the information pertains, including an award of actual damages, punitive damages, and reasonable attorney's fees and litigation costs.

- (1) "Personal Information" means information that identifies an individual, including an individual's photograph; social security number; driver identification number; name; address other than the five-digit zip code; telephone number; and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status.

You may either print the form on both sides of a single sheet or print and attach the two separate sheets. Both pages 1 and 2 must be completed and submitted for your request to be considered.

REQUESTER'S PRINTED NAME AND SIGNATURE ARE REQUIRED ON NEXT PAGE.

Requester's Name: _____
PRINT NAME

USES PERMITTED AS SET FORTH IN N.J.S.A. 39:2-3.4(c)

1. For use in connection with matters of motor vehicle or driver safety and theft: motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and the removal of non-owner records from the original owner records of motor vehicle manufacturers.
2. For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only:
 - a. to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
 - b. if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt of security interest against the individual.
3. For use in connection with any civil, criminal, administrative or arbitral proceeding in any federal, state or local court or agency or before any self-regulatory body, including service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state or local court.
4. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
5. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
6. For use in providing notice to the owners of towed or impounded vehicles.
7. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the "Commercial Motor Vehicle Safety Act," 49 U.S.C. App. § 2710 et seq.
8. For use in connection with the operation of private toll transportation facilities.
9. For use by any requester, if the requestor demonstrates it has obtained the notarized written consent of the individual to whom the information pertains. Must attach Notarized Authorization To Release Personal Motor Vehicle Information form DO-21A.

I certify that I will use any personal information contained in the record(s) I have requested only as permitted by the "Drivers' Privacy Protection Act", N.J.S.A. 39:2-3.4(c). I further certify that all the foregoing statements are true to the best of my knowledge. I understand that if any of the statements are willfully false, I am subject to punishment.

Date: _____

SIGNATURE OF REQUESTER

(Original Signature Only - Signature Stamps Are Unacceptable)



**New Jersey
Motor Vehicle Commission**

NJ MVC/ Special Title Unit
225 E State Street
Trenton, NJ 08666-0017

BUYER'S DECLARATION - EMERGENCY APPLICATION FOR VEHICLE TITLE

Buyer's Information:

Date: _____

First Name

Last Name

Address

City

State

Zip Code

I purchased a vehicle on _____ from _____ but never received the (check all
that apply):
Date of Sale Seller's Name

☐ -Title

☐ -Plates

☐ -Registration

Vehicle information:

Year

Make

Vehicle Identification Number (VIN)

Seller's Full First and Last Name and/or Name of Business

Address

City

State

Zip Code

Statement How Vehicle Came Into Your Possession: _____

I ACKNOWLEDGE, that in making this Declaration, I am inducing the New Jersey Motor Vehicle Commission ("NJMVC") to issue a vehicle title for the above-described vehicle purchased from the seller listed above and that although the NJMVC may issue the same as a convenience under the circumstances, by doing so, the NJMVC makes no assurances against future claims against this vehicle, and I therefore agree to defend, indemnify and hold harmless the State of New Jersey, the NJMVC, their officers, employees and agents from and against any and all liability, loss, expense, attorneys' fees, or injury or damages arising out of any such claim.

I FURTHER ACKNOWLEDGE that this Declaration is being made for the purpose of applying for an un-issued vehicle title, registration and/or plates as described above, and that any knowing or willful misrepresentation or false statement submitted in connection with this Declaration may subject me to criminal punishment, including fines and/or imprisonment.

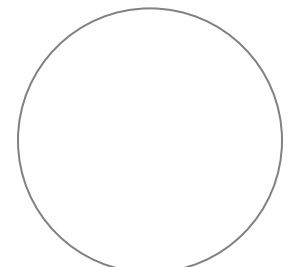
Signature

Print Name

Driver License Number or Corporation Code

Notary Public _____

Seal:





New Jersey Motor Vehicle Commission

P.O. Box 017
Trenton, New Jersey 08666-0017

Notice of Intent to Obtain Title Due to Improper Evidence of Ownership

Full name of Applicant

Street Address

City, State, Zip Code

Date

Full Name of Title Owner

Street Address

City, State, Zip Code

Dear: _____

This is to advise you that your vehicle/ vessel _____, _____, _____
Make Year Vehicle/Hull Identification Number

has been in my possession since _____.
Date Obtained

I am therefore, by means of this certified, return receipt requested mailing, notifying you and /or the lienholder to take notice that in accordance with N.J.S.A.39:10-16 application has been made to the Chief Administrator of the New Jersey Motor Vehicle Commission to receive title papers and issue a Certificate of Title to me for the listed vehicle/vessel.

Sincerely,

Signature of Applicant

CC: _____
Lienholder name (if applicable)

Street Address

City, State, Zip Code



New Jersey Motor Vehicle Commission

P.O. Box 017
Trenton, New Jersey 08666-0017

Notice of Intent to Obtain Title Due to Improper Evidence of Ownership

Full name of Applicant

Street Address

City, State, Zip Code

Date

Full Name of Title Owner

Street Address

City, State, Zip Code

Dear: _____

This is to advise you that your vehicle/ vessel _____, _____, _____
Make Year Vehicle/Hull Identification Number

has been in my possession since _____.
Date Obtained

I am therefore, by means of this certified, return receipt requested mailing, notifying you and /or the lienholder to take notice that in accordance with N.J.S.A.39:10-16 application has been made to the Chief Administrator of the New Jersey Motor Vehicle Commission to receive title papers and issue a Certificate of Title to me for the listed vehicle/vessel.

Sincerely,

Signature of Applicant

CC: _____
Lienholder name (if applicable)

Street Address

City, State, Zip Code

**To be sent certified
to the vehicle's Lien
Holder (if
applicable)**



New Jersey Motor Vehicle Commission

P.O. Box 017
Trenton, New Jersey 08666-0017

Notice of Intent to Obtain Title Due to Improper Evidence of Ownership

Full name of Applicant

Street Address

City, State, Zip Code

Date

Full Name of Title Owner

Street Address

City, State, Zip Code

Dear: _____

This is to advise you that your vehicle/ vessel _____, _____, _____
Make Year Vehicle/Hull Identification Number

has been in my possession since _____.
Date Obtained

I am therefore, by means of this certified, return receipt requested mailing, notifying you and /or the lienholder to take notice that in accordance with N.J.S.A.39:10-16 application has been made to the Chief Administrator of the New Jersey Motor Vehicle Commission to receive title papers and issue a Certificate of Title to me for the listed vehicle/vessel.

Sincerely,

Signature of Applicant

CC: _____
Lienholder name (if applicable)

Street Address

City, State, Zip Code



New Jersey Motor Vehicle Commission

P.O. Box 017
Trenton, New Jersey 08666-0017

Notice of Intent to Obtain Title Due to Improper Evidence of Ownership

Full name of Applicant

Street Address

City, State, Zip Code

Date

Full Name of Title Owner

Street Address

City, State, Zip Code

Dear: _____

This is to advise you that your vehicle/ vessel _____, _____, _____
Make Year Vehicle/Hull Identification Number

has been in my possession since _____.
Date Obtained

I am therefore, by means of this certified, return receipt requested mailing, notifying you and /or the lienholder to take notice that in accordance with N.J.S.A.39:10-16 application has been made to the Chief Administrator of the New Jersey Motor Vehicle Commission to receive title papers and issue a Certificate of Title to me for the listed vehicle/vessel.

Sincerely,

Signature of Applicant

CC: _____
Lienholder name (if applicable)

Street Address

City, State, Zip Code



STATE OF NEW JERSEY
1-888-486-3339 ext. 5064 (in state)
1-609-292-6500 ext. 5064 (out of state)

Newspaper Publication Instructions

Advertise in a newspaper with general circulation in the County where you reside for space of two weeks, at least once a week, making three insertions in all. The notice should briefly state that you have applied to the Chief Administrator of the Motor Vehicle Commission for the issuance of a New Jersey certificate of ownership and if anyone desires to be heard in opposition of your application, he may do so by contacting the Chief Administrator within 10 days of the newspaper advertisement. Advertisement must include the year, make and full/correct vehicle/hull identification number.

(The newspaper will provide a certification that you have complied with these requirements.)

Sample Publication

Take notice that in accordance with N.J.S.A. 39:10-16*, application has been made to the Chief Administrator of the Motor Vehicle Commission, Trenton, New Jersey, to receive title papers authorizing and issue New Jersey certification of ownership for, Make_____, Year_____ VIN/Hull Identification Number_____. Objections, if any, should be made in writing, immediately in writing to the Chief Administrator of the Motor Vehicle Commission, Special Title Unit, P.O. Box 017, Trenton, New Jersey, 08666-0017

APPLICATION FOR CERTIFICATE OF OWNERSHIP

PLEASE DESCRIBE THE VEHICLE ACCURATELY				
MAKE OF VEHICLE (PRINT)	MODEL	YEAR	COLOR	BODY TYPE
COMPLETE VEHICLE IDENTIFICATION NUMBER (NOT THE MOTOR NUMBER)			NO. OF AXLES	

ODOMETER READING

TENTHS

PLEASE CHECK
"YES" OR "NO"

Does your vehicle now have a lien? (Is your vehicle financed?)

Yes

No

If you checked "yes" **PRINT** name and address of bank or finance company below. If you checked "No", print 'NONE' in the box below.

LIENHOLDER	NAME OF BANK OR FINANCE COMPANY (LIENHOLDER), IF NO LIEN PRINT "NONE"
	LIENHOLDER CORPCODE
	STREET ADDRESS OF LIENHOLDER

NAME AND ADDRESS OF OWNER AND CO-OWNER BELOW

OWNER	NAME		
	N.J. DRIVER LICENSE NO. (IF BUSINESS-CORPCODE)		
	DATE OF BIRTH	EYE COLOR	SEX
	STREET		
	CITY, STATE, ZIP CODE		
CO-OWNER	NAME		
	N.J. DRIVER LICENSE NO. (IF BUSINESS-CORPCODE)		
	DATE OF BIRTH	EYE COLOR	SEX
	STREET		
	CITY, STATE, ZIP CODE		

STATEMENT OF APPLICANT(S): The undersigned hereby certifies all of the above to be true and correct and that the identification number shown on this form has been compared to the identification number on the motor vehicle and further certifies that they agree in every particular.

**SIGN
HERE**

x

OWNER

DATE

**SIGN
HERE**

x

CO-OWNER (if any)

DATE

**SIGN
HERE**

x

CO-OWNER (if any)

DATE

**SIGN
HERE**

x

CO-OWNER (if any)

DATE



STATE OF NEW JERSEY

1-888-486-3339 (in state)

1-609-292-6500 (out of state)

Application for Certificate of Title for Vessel

The Boat Ownership Certificate Act requires that vessels and hulls shall be titled. These articles are defined as follows.

1. Vessel means a boat or watercraft, other than a sea plane, used or capable of being used as a means of transportation on the water.
2. Hull means a vessel exclusive of all means of propulsion.
3. For the purpose of this act, all vessels more than 12 feet in length must be titled.

Instructions – Please Read Carefully

- 1) Owner or purchaser should submit any supporting documents as proof of ownership.
- 2) This form should be completed by the owner of a vessel or hull purchased prior to the effective date of the Boat Ownership Certificate Act, or purchased out of state, who does not have a Manufacturers Certificate of Origin or a Certificate of Ownership.
- 3) Please type or print clearly.

Owner	Last Name		First Name		Middle Initial	
	Street Address		City		State Zip	
	NJ Driver License No. (if Business, Corporation Code)		Date of Birth		Sex Eye Color	

Lienholder	Name of Lienholder or Financial Institution		Corporation Code (15 Digit)	
	Street Address			
	City		State Zip	

Equipment	Hull Identification Number (HIN)		Year		Make	
	Type of Boat		Length (Feet & Inches)		Hull Material	
	Use		Type of Propulsion		Type of Fuel	

I, the undersigned, hereby apply for Certificate of Ownership for the Vessel or Hull described above, and certify that the statements on this application are correct and true.

Owner
Signature X _____

Date _____

Purchase Price \$ _____

Sales/Use Tax \$ _____

Ex. Code _____ **Initials** _____



**New Jersey
Motor Vehicle Commission**

P.O. Box 017
Trenton, NJ 08666-0017

STATE OF NEW JERSEY

BUYER'S CERTIFICATION

I, (name) _____ hereby certify that I am

either a licensed New Jersey dealer or that this vehicle is being purchased for personal or business

use **ONLY** and **NOT** for the purpose of resale.

Signature of Buyer: _____ Date: _____